

**TIVERTON PLANNING BOARD
CHECKLIST FOR COMPREHENSIVE PERMIT
MAJOR SUBDIVISION / MAJOR LAND DEVELOPMENT
SUPPLEMENT**

The undersigned hereby applies to the Planning Board for a COMPREHENSIVE PERMIT for the development under the Low and Moderate Income Housing Act (R.I.G.L 45-53) at the following premises and in the manner and on the grounds set forth:

Any applicant proposing to build low or moderate income housing may submit to the local review board a single application for a comprehensive permit to build that housing in lieu of separate applications to the applicable local boards. This procedure is only available for proposals in which at least twenty-five percent (25%) of the housing is low or moderate income housing. (R.I.G.L. 45-53-4)

This checklist is furnished by the Planning Board to assist in the application for approval of a Comprehensive Permit, and shall be submitted in addition to the Checklists for Major Subdivisions and Land Developments (Attachments 6, 7 & 8). It does not relieve the applicant of the responsibility to review and comply with all applicable regulations in the Tiverton Town Code.

FILING INSTRUCTIONS

- 12- 24 x 36 inch set of plans (included with Attachments 6, 7, & 8)
- 12- Paper copies of all supporting items (or as directed by the Administrative Officer)
- Electronic set of plans and all supporting items

Fee and Escrow schedules established by Attachments 6, 7 & 8- Major Subdivisions/Land Developments
All required Checklist items must accompany the application in order to be considered complete

NAMES AND ADDRESSES

Applicant(s): _____

Address: _____

City/Town: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Status:

Public agency: ____ **Private Developer:** ____ **Non-Profit/Housing Corporation:** ____

Owner(s): _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Phone: _____ Email: _____

How long have you owned the premises? Years _____ Months _____

Lessee: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

_____ A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent.

Government Agency Providing Subsidy/Financing:

Agency Contact: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Affordable Housing Monitoring Entity:

Agency Contact: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Phone: _____ Email: _____

THE PREMISES

Plat/Lot: _____

Address: _____

Zoning District: _____

Area of Parcel: _____

Lot Frontage: _____

Present Use: _____

Buildings on Premises: _____

Proposed Use: _____

Buildings Proposed: _____

Total Number of Units: _____ Number of Low/Moderate Income Units: _____

RELIEF SOUGHT

(A) Identify particular sections/provisions of Zoning Ordinance and/or Land Development and Subdivision Regulations from which relief is sought for this project (list all exceptions, variances and waivers – use additional pages if needed).

(B) If dimensional relief is sought, describe requested relief in feet from property lines or building height:

Front yard: _____ Corner Side Yard: _____ Side Yard #1: _____

Side Yard #2: _____ Rear Yard _____ Height: _____

Rationale: _____

(C) If relief of a density requirement is sought, describe permitted density allowed under zoning and proposed density of project, unsuitable land shall be excluded in the calculation:

ADDITIONAL SUBMISSION REQUIREMENTS – Zoning Article XXI, Section 5

- 1. _____ Narrative addressing how the proposed project is consistent with local needs; including but not limited to, needs identified in the Comprehensive Community Plan, and with any local regulations enacted to address affordable housing needs in town
- 2. _____ Written evidence of site control or ownership
- 3. _____ Written evidence of incorporation and/or non-profit status of the applicant and operator of the facility
- 4. _____ Letter of Eligibility issued by the Rhode Island Housing Mortgage Finance Corporation in accordance with 42-55-5.3(a), OR in the case of projects primarily funded by the U.S. Department of Housing and Urban Development or other state or federal agencies, an award letter indicating the subsidy, or application in such form as may be prescribed for a municipal government subsidy
**Required at Master Plan*
- 5. _____ Written request to the Planning Board to submit a single application to build or rehabilitate low or moderate income housing in lieu of separate applications to the applicable local boards. The written request shall identify the specific sections and provisions of applicable local ordinances and regulations from which the applicant is seeking relief (see above)
**Required at Master Plan*
- 6. _____ Proposed timetable for the commencement of construction and completion of the project
**Required at Preliminary Plan*

7. _____ Sample land lease or deed restriction with affordability liens that will restrict use as low and moderate income housing is in conformance with the guidelines of the agency providing the subsidy for the low and moderate income housing, but for a period of not less than thirty (30) years
**Required at Preliminary Plan*
8. _____ Written confirmation of the monitoring agency with the capacity and the procedures in place to monitor the long-term affordability of the low and moderate income units for a period of not less than thirty (30) years from the initial occupancy
**Required at Preliminary Plan*
9. _____ Financial Pro-Forma for the proposed development; include proposed rental rates or sales prices for all proposed housing units.
**The Pro Forma shall be updated and submitted at Preliminary and Final Plan stages of review*
10. _____ Scaled architectural drawings including floor plans of typical market rate value and moderate/low income units; number of bedrooms and floor area, total footprint and total lot coverage, elevations and sections, identifying construction type and exterior finish materials, signed and certified in accordance with the state building code
**Required at Preliminary Plan*
11. _____ Identify all low and moderate income housing units on the site plan; proposed units shall be integrated throughout the development; are similar in scale to the market rate units and will be built and occupied prior to or simultaneous with, the construction and occupation of the market rate units
**Required at Preliminary Plan*
12. _____ Signage plan; include entrance signage, street signs and private development signs
**Required at Preliminary Plan*
13. _____ Subsequent to Master Plan approval, submit those items included in the Checklist for a Preliminary Plan with the exception of evidence of state or federal permits
14. _____ All required state and federal permits must be obtained prior to Final Plan approval and recording

Notwithstanding the submission of requirements set forth, the Planning Board may request additional, reasonable documentation throughout the public hearing, including, but not limited to, opinions of experts, credible evidence of applications for necessary federal and/or state permits, and statements and advice from other local boards and officials. If the Planning Board determines additional information is required to reach a decision the cost of any additional reviews must be agreed to and paid for by the applicant.

Major Subdivision/Land Development
Comprehensive Permit Checklist

This application is deemed complete for the purpose of commencing the applicable time period for action. The Planning Board may subsequently require correction of any information found to be in error. Submission of additional information specific in the Regulations but not required by the Administrative Officer prior to certification may be necessary to make Findings of Fact and an informed decision.

Master Plan Certificate of Completeness Timeclock - 30 days
Preliminary Plan Certificate of Completeness Timeclock – 45 days

This application is being filed for the purpose of being placed on the Planning Board agenda for review. All information in this application is complete and accurate to the best of my knowledge. I hereby authorize duly appointed members of the Tiverton Planning Board and Tiverton Conservation Commission to enter and inspect the property at reasonable times during the review and approval process for the purpose of ensuring compliance with the Land Development and Subdivision Regulations and with other applicable portions of the Town Code.

Signature of Applicant

Date

Print Name

Signature of Owner

Date

Print Name